



# MAYOR AND COUNCIL AGENDA

NO. //

DEPT.: / City Clerk's Office

DATE: September 27, 2004

## ACTION: APPOINTMENTS

### Cultural Arts Commission:

Rose Garvin Aquilino (Appointment as a member until October 1, 2006)

Kelly Ann Donohue (Appointment as a member until October 1, 2006)

George Northway (Reappointment as a member until October 1, 2006)

### Human Services Advisory Commission:

Mary Colleen Colletti (Appointment as a member until October 1, 2007)

### Landlord Tenant Commission:

Amelda Wilson (Appointment as a member until October 1, 2007)

### Personnel Appeals Board :

Kathryn Vengazo (Reappointment As a member until October 1, 2008)

### Recreation and Park Board:

Vincent "Chip" Boylan (Reappointment as a member until October 4, 2006 and as Chair until October 1, 2005)

### Rockville Sister City, Inc.:

Norm Hampton (Reappointment as a member until October 1, 2007)

### Senior Citizen Commission:

Ciriaco Gonzales (Reappointment as a member until October 1, 2007 and as Chair until October 1, 2005)

## ACTION STATUS:

FOR THE MEETING OF: 10/4/04

INTRODUCED

PUB. HEARING

INSTRUCTIONS

APPROVED

EFFECTIVE

ROCKVILLE CITY CODE,

CHAPTER

SECTION

☐ CONSENT AGENDA

**RECOMMENDATION:** Appoint

**IMPACT:** ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

**BACKGROUND:**

**PREPARED BY:**

*Chaise J. Furlow*

9/29/04  
Date

**LIST OF ATTACHMENTS:** Resumes and Expression of Interest Forms for new appointees:

1. Rose Garvin Aquilino
2. Kelly Ann Donohue
3. Mary Caroline Colletti
4. Almeda Wison

City of Rockville  
Boards and Commission  
Application of Expression of Interest

☒ City Council  
☒ City Clerk  
☒ City Manager  
☐ City Attorney  
☐ Council Support Specialist  
☒ Other *Betty Hirsch*

Date: July 8, 2004

Board/Commission Interested In: Cultural Arts Commission

Name: Rose Garvin Aquilino

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_  
Rockville, MD Zip 20850

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: garvinaquilino@yahoo.com Fax: \_\_\_\_\_

Note: Work phone numbers are for staff use only.

Summary of Work Experience: Extensive experience in the arts/cultural community including 12-plus years curating and managing art and history collections for museums and foundations, working closely with curators, artists, donors and the public; additional experience in operations, sales, and fund-raising

Experience: National Breast Cancer Coalition, Deputy Dir., Corporate & Foundation Relations; Gallery Systems, Account Executive; Filbert Steps Productions, Dir., Operations; MuseumNetwork.com, Assistant Director; Arthur M. Sackler Foundation, Dir. of Collections; American Indian Ritual Object Repatriation Foundation, Outreach Coordinator; Brooklyn Historical Society, Curator of Collections

Education/Training: BA in Anthropology & American History, University of Rochester, Rochester, NY, 1984; MA in Anthropology and Certificate in Museum Studies, New University, New York, NY, 1989; additional coursework in fund-raising, nonprofit administration, appraisal studies and studio arts

Volunteer Activities: Regents Square Homeowners Association (Newspaper Editor, current); Association of Fundraising Professionals/DC (current); Mid-Atlantic Association of Museums (Website Advisory Committee, 2000 and 2002); American Cancer Society (1998-2000), AIRORF (1993-2000)

Professional Affiliations/Memberships: Association of Fundraising Professionals, American Association of Museums, Mid-Atlantic Association of Museums

Please describe your interest in serving on this Board/Commission: After 20 years in New York City, my husband (an artist who recently exhibited his beach paintings at Rockville City Hall!) and I moved to Rockville in early 2003 so I could pursue a career opportunity. We have come to really love Rockville and bought a townhouse last summer. This city will be undergoing major changes, and it is very important that arts and culture have an integral part in this exciting new vision. Given my passion and experience, I believe I could greatly contribute to the Cultural Arts Commission and would be honored to do so.

Please indicate here [X] yes or [ ] no whether or not the City may give elected officials who serve Rockville (other than the Mayor or Council) your name and address. This information would not be used for any fund-raising, "issues" mailings or campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to:

Mayor and Council  
c/o City Clerk's Office  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8280

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## ROSE GARVIN AQUILINO

### PROFESSIONAL EXPERIENCE

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2/2003-present      **National Breast Cancer Coalition Fund, Washington, DC**

*Deputy Director, Corporate & Foundation Relations*

Serve in newly created position to design and implement a comprehensive corporate and foundation relations program for a grassroots advocacy and educational organization with \$6.4 million budget.

- Identify, research, cultivate, solicit and steward major corporate, foundation and individual donors and prospects (\$5,000-\$250,000 giving capacity), managing a portfolio of approximately 200 prospects. Raised \$1.3 million in program support and special event sponsorship. Oversee corporate and foundation sponsorship of annual spring conference. Responsible for writing grants, preparing budgets, reporting on grant activities, and acknowledgements for 15-plus programs (\$35,000-\$685,000 range) and general operating support, working closely with Programs Department and President. Solicit product donations and in-kind services for programs and special events (galas, golf tournaments).
- Increase visibility with local funding community and major health foundations. Establish an annual solicitation plan for corporate and foundation donors. Meet with corporate prospects to qualify interest and giving ability. Facilitate meetings between President and corporate and foundation prospects. Assess cause-marketing opportunities and make recommendations to President and Development Director. Track all activity in *eTapestry*, web-based database; create data-entry business rules and train junior development staff on database issues. Serve on Technology Committee to implement organization-wide database.
- Work with Development Director and Membership Manager to improve direct mail and telemarketing efforts, revise membership categories, and expand CFC/workplace giving strategies. Collaborate with Senior Staff and Government Relations/Field Department to develop a new campaign "Stop Breast Cancer: Personal Stories, Public Action™," for access to quality health care for all, focusing on budgeting and marketing components.

2001-2003      **Gallery Systems, New York, NY**

*Account Executive, Sales and Marketing Department*

Key salesperson for a content management software and web company targeting museums, universities and colleges, foundations, galleries, corporations, and major private art collectors. Product line included *The Museum System (TMS)*—the top-rated product in this category—as well as *TMS light*, *EmbARK*, *eMuseum* and *Web Kiosk*.

- Second highest performing salesperson in 2002 out of staff of nine, selling \$533,202 in licenses and services with an additional \$608,000 in pipeline. Sales included bringing in new clients and upgrading existing clients. Handled approximately 250 prospects. Maintained relationships with existing clients to ensure customer satisfaction; resolved client issues and conflicts, serving as a liaison between clients and company's Support, Technical, Development and Accounting personnel.
- Gave live and online demonstrations of software. Coordinated, wrote and edited Requests for Proposals (RFPs). Tracked sales activity in CRM database (ONYX). Managed annual conference and trade show activity including budgeting and advertising. Worked with CEO, Director of Sales & Marketing and other sales staff to develop strategies and sales campaigns for new products, new markets and partnership opportunities given current economic challenges. Provided input regarding marketing materials and website. Responsible for updating demo database of core product (*TMS*) for sales, marketing and training purposes.

2000-2001 Filbert Steps Productions, New York, NY

*Director of Operations*

Oversaw day-to-day operation of a startup independent film company (producers of "Two Family House," Sundance Film Festival 2000 Audience Award winner).

- Managed office, vendors, contracts and legal issues, computer network, temporary staff, and special events. Responsible for general bookkeeping and accounts payable records; provided monthly and annual financials for CFO; reviewed and monitored development, postproduction and overhead expenses. Worked with President and VP of Creative Affairs to cultivate investor and distributor relationships; created and managed contact database and coordinated mailings for marketing purposes.

3-7/2000 MuseumNetwork.com, New York, NY

*Associate Director, Virtual Trade Fair*

Responsible for designing and implementing Business-to-Business area of a startup museum portal website (now defunct).

- Worked with Marketing Director to coordinate sales and marketing initiatives for "Virtual Trade Fair" including mail and email campaigns, sales cold calls, targeted advertising, and conference attendance and exhibit booth participation; hired and supervised Vendor Sales Manager and temporary data entry staff. Participated in business development meetings regarding partner and affiliate relationships within the arts and cultural community. Revised business plan for investor presentations.

1993-2000 Arthur M. Sackler Foundation, New York, NY

*Director of Collections and Special Projects (1998-2000)*

*Collections Manager (1993-1998)*

Directed all aspects of collections management for Chinese, Ancient Iranian and European art collection.

- Managed new outreach program to make collection more accessible to national and international museums for exhibition and study, working with directors, development staff, curators and registrars. Supervised Assistant Collections Manager. Collaborated with computer consultant to design and implement new collections management Access database, including significant data conversion.
- Worked closely with Foundation President, Board, legal counsel and accountants regarding general operation of the Foundation and global settlement with the Estate of Arthur M. Sackler. Reviewed legal matters relating to the various art collections belonging to Foundation, Estate, various Trusts and individual family members.

1992-1993 American Indian Ritual Object Repatriation Foundation, New York, NY

*Outreach Coordinator*

Assisted President and Board of Trustees in establishing a newly created Foundation to help in the return of ceremonial material to Native American groups and to educate the public about repatriation.

- Served as the primary contact for the public including Native American groups, museum personnel, private collectors, art dealers, government representatives and the press. Responsible for reporting Foundation activities to the Board. Worked with President and National Support Committee on fundraising including individual donor solicitation, membership campaign, and special events. Created and maintained database for mailings and organized mailings for funding, public relations and special events purposes. Supervised interns and volunteers.

#### ADDITIONAL EXPERIENCE

7-10/2000 *Curatorial Consultant, New York Transit Museum, Brooklyn, NY*

1995-2000 *Collections Manager, Private Collection of Judy Chicago Artwork, New York, NY*

1988-1992 *Curator of Collections, Brooklyn Historical Society, Brooklyn, NY*

1987-1988 *Curator, Wesley Chapel Museum, John Street United Methodist Church, New York, NY*

1986-1987 *Researcher, Grossman & Associates Archaeological Specialists, New York, NY*

## VOLUNTEER ACTIVITIES

2004 Association of Fundraising Professionals  
2004 Regents Square Homeowners Association (Newsletter editor)  
2000 and 2002 Mid-Atlantic Association of Museums (Website Advisory Committee)  
1998-2000 American Cancer Society (Team Leader "Making Strides Against Breast Cancer" Walkathon and Work Site Volunteer "Daffodil Days— Gift of Hope")  
1993-2000 American Indian Ritual Object Repatriation Foundation (Pro-bono consultant)

## MEMBERSHIPS

American Association of Museums, Association of Fundraising Professionals (2004 Membership Scholarship Receptient), National Park Service, Smithsonian Associates

## EDUCATION

Ongoing Fundraising, arts administration, studio arts and crafts

1989 New York University, New York, NY  
MA, Anthropology and Certificate, Museum Studies  
Graduate Assistant, Museum Studies Department (1985-1986)  
Internships: Jewish Museum, New York, NY (1986); Brooklyn Historical Society, Brooklyn, NY (1985)

1984 University of Rochester, Rochester, NY  
BA, Anthropology, High Distinction and History, cum laude  
Internships: Strong Museum, Rochester, NY (1984); Museum of London, England (1983)

Routed To:  
☒ Council  
☐ City Clerk  
☐ City Manager  
City of Rockville  
Boards and Commissions  
Application of Expression of Interest

☐ City Attorney  
☐ Council Support Specialist  
☒ Other Betty Wisla  
John Moser

Date: 8/23/04

Board/Commission Interested In: Cultural Arts Commission

Name: Kelly Ann Donohue

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_

Rockville, MD Zip 20851

Home Phone: (301) \_\_\_\_\_ Work Phone (202) \_\_\_\_\_

E-Mail: kdonohue@pillsburywinthrop.com Fax: ( ) \_\_\_\_\_

Note: Work phone numbers are for staff use only.

Summary of Work Experience: Sept. 03 - present: attorney, Pillsbury Winthrop LLP  
Sept. 02 - Sept 03: attorney, Metropolitan Museum of Art

Experience: Have provided counseling relating to copyright,  
trademark + cultural property matters  
• Extensive performing experience (voice/piano)  
• Arts administration experience

Education/Training: ID, Duke University, 2002; MM, New  
England Conservatory of Music, 1999; BA, Tufts  
University, 1995; BM, New England Conservatory, 1995

Volunteer Activities: various pro bono matters, including providing  
legal services to the Baghdad Museum Project.

Professional Affiliations/Memberships: American Bar Association, member

Please describe your interest in serving on this Board/Commission I strongly believe  
that the arts can strengthen community, and would love  
to serve Rockville by bringing more cultural events to the  
community.

Please indicate here ☒ yes or ☐ no whether or not the City may give elected officials  
who serve Rockville (other than the Mayor and Council) your name and address.  
This information would not be used for any fund-raising, "issues" mailings or  
campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council  
c/o City Clerk's Office  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8280

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# KELLY ANN DONOHUE

Rockville, MD 20851

kdonohue@pillsburywinthrop.com

## EDUCATION

**Duke University School of Law, Durham, NC**  
J.D., awarded May 2002

### *Honors & Activities*

- *Duke Law & Technology Review*, Topic Editor, Copyright and Trademark, 2000-2002
- Sports and Entertainment Law Society, Vice President, 2000-2001
- *Alibi* (Literary Magazine), contributor, editorial board member, 1999-2002
- North Central Legal Assistance Program, Intern, Spring 2002

**New England Conservatory of Music, Boston, MA**  
Master of Music, May 1999. Graduated with Academic Honors and Distinction in Performance.

### *Honors & Activities*

- New England Conservatory Merit Scholarship, 1997-1999. Awarded for voice/piano.
- New England Conservatory 1998-1999 Honors Ensemble, Director. Composed, directed, and performed in highly competitive ensemble chosen by school-wide audition.

### *Concurrent Employment*

- Library Supervisor, Berklee College of Music, 1997-1999. 15-20 hours/week.
- Vocal/Piano/Theory Instructor, 1997-1999. 6 hours/week.

**Tufts University/New England Conservatory Joint-Degree Program, Medford/Boston, MA**  
Bachelor of Liberal Arts, English, May 1996.  
Bachelor of Music, Jazz Studies, May 1996.

### *Honors & Activities*

- Resident Assistant, Tufts University, 1994-1996.
- Music Director, *Jackson Jills* a cappella ensemble, 1992-1996.

### *Concurrent Employment*

- Aidekman Arts Center Security Monitor, Tufts University, 1993-1994. 8 hours/week.
- Office Assistant, Tufts University Office of Student Activities, 1994-1996. 6 hours/week.

## PROFESSIONAL EXPERIENCE

**Associate, Pillsbury Winthrop LLP, Washington DC, September 2003 – Present**

- Conduct research and write legal memorandums relating to various antitrust issues, including tying arrangements, price-fixing and Sherman Act claims;
- Assist in Hart-Scott-Rodino filings;
- Provide research on relevant markets for pre-merger antitrust analysis;
- Participate in various litigation matters.

**Associate, Pillsbury Winthrop LLP, New York, September 2002 – September 2003**

- Awarded the Henry L. Stimson Pro Bono Fellowship, to work full-time at the Metropolitan Museum of Art for one year.

**Henry L. Stimson Pro Bono Fellow, The Metropolitan Museum of Art, September 2002 – September 2003**

- Drafted several cease and desist letters to protect the Museum's intellectual property, including Museum publications, online logos, and trademarks;
- Assisted in drafting of several licensing and exhibition agreements with other museums;
- Researched New York State lobbying laws and registered Museum as lobbyist on City and State level;
- Researched whether the Warsaw Convention applied to a shipment of art between France and the United States;
- Researched whether the shipment of photographs to Iran for publication is subject to the Iran Trade Embargo;
- Drafted letter to Office of Foreign Asset Control to request a special Iranian Transaction License;
- Researched the tax implications of selling various children's toys in the Museum store.



**Summer Associate, Pillsbury Winthrop LLP, New York, May - July 2001**

- Researched and drafted legal memorandum on various issues, including:
  - whether, under New Jersey law, it is proper to include additional evidence in a Reply Brief;
  - an overview of the authority of the Metropolitan Transportation Authority when constructing a stadium on park grounds;
  - under what circumstances may a prevailing party recover attorney fees under New York law in an ADA case;
  - whether there is a cause of action under Rule 10b-5 of the '34 Act when a broker converts customer funds.
- Participated in the Courtroom Advocates Project, a pro bono program that helps battered women obtain Temporary Orders of Protection. Interviewed Petitioner, drafted Petition, aided Petitioner with court proceedings in Brooklyn Family Court. Wrote memorandum to supervising attorney summarizing case.

**Summer Associate, Pillsbury Winthrop LLP, Hong Kong, July - August 2001**

- Drafted letters to clients and various corporate documents, including:
  - Fee Sharing Agreement;
  - Convertible Note Purchase Agreement;
  - Secured Convertible Promissory Note;
  - Pledge Agreement.
- Researched and drafted legal memorandum on various topics, including:
  - What price and quantity terms must be included in a contract under the Uniform Commercial Code;
  - What remedies a purchaser may have when a seller makes a misrepresentation in a Stock Purchase Agreement;
  - What risks foreign creditors face when purchasing non-performing loans in various Asian countries.

**Summer Associate, Bingham Dana LLP, Boston, MA, May-August 2000**

- Drafted corporate documents, performed due diligence, researches and drafted memos on:
  - The application of the Investment Company Act of 1940 to Internet incubator companies;
  - Whether it is possible to file a collateral attack in federal court on the composition of state dealer boards;
  - Legal overview of the broker/client relationship.
- Managed a pro bono case, successfully helping a client obtain Social Security Disability benefits. Tasks included meeting and interviewing client, gathering information from her various treating sources, drafting and submitting a brief to the Administrative Law Judge.

**Teaching Assistant, New England Conservatory of Music, 1997-99**

- Taught small sections of *Introduction to Jazz Theory*, *Development of Long-Term Melodic Memory*, *Advanced Harmonic Memory*, *Advanced Aural Training*, *Graduate Theory*, *Ear Training*.

**Administrative Assistant, Ensemble Department, Berklee College of Music, 1996-97**

**SPECIAL ACHIEVEMENTS**

- Recordings*
  - *Kelly...*, 1998. Produced and distributed self-titled CD of original music.
  - *Raising Atlantis*, 1996. Producer, arranger, and vocalist.
  - *Continuum*, 1994. Producer, arranger, and vocalist.
- Awards*
  - 1<sup>st</sup> Place, Contemporary A Cappella Recording Awards, "Best Album - *Raising Atlantis*" and "Best Arrangement," 1996
  - 2<sup>nd</sup> Place, Contemporary A Cappella Recording Awards, "Best Album - *Continuum*," and "Best Arrangement," 1994.

City of Rockville  
Boards and Commissions  
Application of Expression of Interest

Routed To

☒ Council

☒ City Clerk

☒ City Manager

☐ City Attorney

☐ Council Support Specialist

☒ Other Mary Lou Jacobs

Ann Reiss

Date: 7/27/04

Board/Commission Interested In:

Human Services Advisory Commission

Name: MARY CAROLINE COLLETTI

Address:

Apt.#

Rockville, Maryland

Zip 20850

Home Phone: 800

Work Phone 444

E-Mail: mary.colletti@ellie.doc.gov

Fax:

Note: Work phone numbers are for staff use only.

Summary of Work Experience: SOCIOLOGICAL & ECONOMIC STATISTICAL ANALYST

RESPONSIBLE FOR COMPILING STATISTICAL DATA FOR REGIONAL, STATE & LOCAL GOVT. CLIENT. PRESENTING ANALYSES TO CHIEFS, LEGISLATORS & PUBLIC

Experience: MANAGED HUMAN SERVICE PROGRAMS, STATISTICAL STUDIES AND FACILITY MANAGEMENT PROJECTS. POSSES SENIOR LEVEL RELATIONS SKILLS. ARTICULATE SPEAK AND WRITTEN COMMUNICATION SKILLS.

Education/Training: BS. SOCIOLOGY, DIVERSITY & MANAGEMENT TRAINING  
ROCKVILLE UNIVERSITY

ROCKVILLE CITIZENS POLICE ACADEMY

Volunteer Activities: VINT SCHEDULE COORDINATOR, VOLUNTEER TOY DRIVE ASSISTANT  
PEERLESS ROCKVILLE LIVING HISTORY WEEKENDS

Professional Affiliations/Memberships: PEERLESS ROCKVILLE

Please describe your interest in serving on this Board/Commission I am a very active  
CITIZEN in my community, HAVE A PROFESSIONAL BACKGROUND  
IN HUMAN SERVICES, PROGRAM PLANNING, AND ANALYSIS. CARE  
DEEP ABOUT PEOPLE in NEED

Please indicate here ☒ yes or ☐ no whether or not the City may give elected officials who serve Rockville (other than the Mayor and Council) your name and address. This information would not be used for any fund-raising, "issues" mailings or campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council  
c/o City Clerk's Office  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8280

## MARY CAROLINE COLLETTI

Rockville, Maryland 20850

### Professional Summary

Senior level research energy and environmental analyst possessing regulatory affairs, information security management, supervisory and public relations skills. Expertise includes human resources, accessibility, facility and fiscal management. Published author and lecturer in community development and public affairs.

### Education

B.A., Sociology with emphasis on Sociological Research and Statistical Analysis, Benedictine College, Atchison KS. Thesis recognized as sociological research model text.

Graduate Studies in Business Administration, Iowa State University, Ames IA

### Technical Skills

Hardware: IBM PC and compatibles

Software: Microsoft Office, Outlook, Word, WordPerfect, Netscape, Adobe Acrobat, dBase III+, Microsoft, Excel, Access, SAS, Wylbur and Super Wylbur

Operating Systems: MS-DOS, Windows 2000

### Employment History

ENERGY INFORMATION/CORRESPONDENCE SPECIALIST 2001-PRESENT  
Z, Inc.

Supports the Energy Information Administration (EIA) National Energy Information Center (NEIC), providing detailed energy statistical information, resources and technical referrals to academia, government, industry and private citizens via e-mail, fax, U.S. Mail, telephone and library patrons. Responds to the NEIC e-mail and telephone inquiries, requiring extensive knowledge in scientific and statistical data web navigation; enhanced technical areas of specialization are renewable, alternative and international energy issues. Monitors e-mail portal for information security and integrity. Position requires ability to perform analytical research, accessing data from governmental, corporate and international energy resources within a strong customer service and problem resolution orientation. Contributing author of editorial copy and program management documents such as Operating Procedures. Performs on-going Special Assignments at the request of Office of EIA Administrator.

## MARY CAROLINE COLLETTI

Page 2

### ACCESSABILITY CUSTOMER SERVICE REPRESENTATIVE 1994-2001

Kennedy Center

Provided disabled patrons seating accessibility, logistics, guidance in service options, and community resources. Responsibilities included problem analysis/resolution, accessibility recommendations, programming, and facility management. Offered support to hotel concierge staff, embassies, and high level donors. Visible position required knowledge of the Center's organization, programming, development and performing arts schedule.

### RESEARCH STUDY SUPERVISOR 1992-1993

Macro International, Inc.

Responsible for supervising field interviewers conducting an OMB-mandated Quality Control Assessment of HUD rent subsidy programs, reviewing eligibility requirements, re-certification procedures and fiscal operations of housing authorities. Duties included questionnaire design, training and staff appraisals. Reviewed questionnaires and coordinated editing/coding/analyses of 5000+ respondents comprised of housing authorities, property managers and residents. Provided security assessment of maintaining data and physical security of on-site staff.

### PROJECT MANAGER 1986-1992

Automated Sciences Group, Inc.

Conducted quality analysis, evaluation of government contracts and staffing utilization. Served as project manager for large DOE and EPA contracts requiring extensive client interaction and contract negotiation. Tenure special assignments included Corporate Staff Recruiter, Assistant Corporate Move Coordinator, FAA Move Coordinator, FIFRA Re-Registration Regulatory Manager, Task Manager for design of EPA and State Department records management plans, Corporate Ethics Committee Member and Civic Corporate Representative.

### ASSISTANT DIRECTOR FIELD OPERATIONS 1983-1986

WESTAT

Administered human resources department, assigning social sciences and medical research staff to field studies supporting CDC, NIH/NCI and private industry. Coordinated travel and expense reports. Provided staff recruitment, training, evaluations and related human resources functions. Scientific duties included data collection, sampling, questionnaire design, medical abstraction and study analyses. Maintained databases of patient records and categorized clinical service. Developed a resource network inclusive of vital statistics, libraries, public records, military and governmental and private agencies used for locating/identification of study subjects. Position required dealing with classified material and sources.

**MARY CAROLINE COLLETTI**

Page 3

**ASSISTANT SALES/CIRCULATION MANAGER 1982-1983**

Montgomery Village News

Designed and initiated an advertiser database, designed ad layouts, graphics and reformatted ad art library. Reorganized circulation department and established carrier performance plan. Implemented a tracking system, enhanced customer satisfaction, and netted a 40% increase in ad revenue.

**HEALTH CURRICULUM/PROJECTS MANAGER 1978-1981**

Planned Parenthood

Designed and conducted health/sex education programs in 25 Jr/Sr High School Systems. Presented seminars on contraception, sexually transmitted disease, and developed lectures that enabled parents to better discuss sensitive sexuality issues with their children. Authored nursing school lesson plans and health education for adults with learning disabilities. Negotiated clinical contracts with physicians and hospitals for medical service.

**RESEARCH/MARKETING DIVISION MANAGER 1978-1973**

Your Own United Resources

Designed community development projects, identified funding sources and operated social service programs. Contract awards: DOT Mass Transit, Housing R&D, Energy Assistance, WIC, Well Baby/Well Elderly Clinics, Legal Services, Rape Crisis and Refugee Resettlement. Fostered organization of inter-agency coalition generating regional approach to health, recreational and human service programs. Served as VISTA Volunteer sponsored by YOUR Inc., 1973-1974, developing community operated car pool transportation service for seniors and the disabled.

## **MARY CAROLINE COLLETTI**

### **Accomplishments:**

Volunteers as coordination support for various City of Rockville programs and services.

Advises Montgomery County Executive on Blue Ribbon Panel Pedestrian Safety Committee.

Develops initiatives for mass transit, public safety, health care urban revitalization.

Assists in development of pro-active accessibility refinements of ADA implementation, utilizing contacts within academia, legal associations legislators and judiciary.

Recommended enhancements of the Kennedy Center Accessibility Program in the performing arts improving the experience and level of participation of disabled patrons within the Arts.

Testifies at public hearings and legislative governmental committees on behalf of Seniors, the Disabled, community development, public safety and transit issues.

Published author of editorials, prose, poetry and children's literature.

Lobbied congress as American Autoimmune Related Disease Association Legislative Aide on behalf of NIH, assisting in acquisition of 50M for coordinated Intra-Institute Research of Autoimmune Diseases, providing research, medical service, clinical trials, and education.

Assisted in securing 45+M for the construction of the Strathmore Concert Hall and Educational Center from the Montgomery County Council, matching 45+M from the State of Maryland.

Governor-appointee to Title XX Protective Services Review Committee.

Governor-appointee to Iowa Indo-Chinese Resettlement of 120,000 refugees fleeing for asylum, assisting in educational, health, housing, employment linguistics and logistics throughout state of Iowa accepting over 50% of all refugees in the initial two years of the comprehensive program. Governor-appointee to the First White House Conference on Aging and invited to subsequent conferences and initiatives for the senior and disabled community.

VISTA Volunteer and founding member of Community Health Transportation.

Honored with distinction of having thesis designated a model text in Sociological Research.

Elected to participate in on-site American Indian multi-disciplinary internship, providing counseling and recreation with Native American youth while engaging in anthropological, cultural and linguistic studies coordinated through College of Sante Fe. Selected by Tribal Council to be one of the six chosen from 25 participants to live with a Native American family.

September 24, 2004

**Routed To:**

☐ Council

☐ City Clerk

☐ City Manager

☐ City Attorney

☐ Council Support Specialist

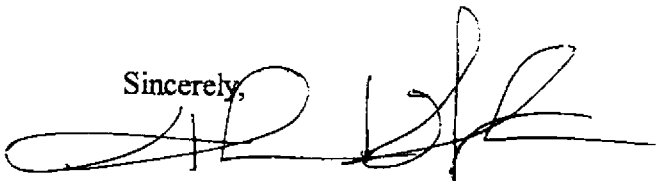
☒ Other Mary Varrault

Raymond Logan

To whom it may concern:

I Almeda Wilson of [redacted] was invited to a meeting to see if I wanted to take on a role to become a member of the Board of Landlord Tenant Commissions. I felt that the meeting was very informative, and would like to accept the challenge to become a member. Please consider me to become an active member of my community. And take the role as a member. Thank you for your consideration in this matter.

Sincerely,

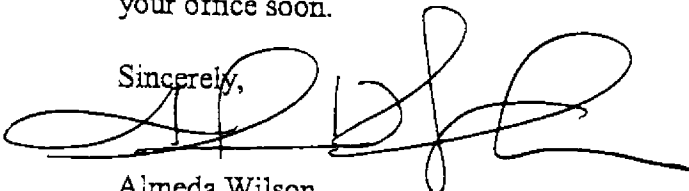


Almeda Wilson

July 29, 2004

To Whom It May Concern: My name is Almeda Wilson of Rockville Md, 20850. I've lived in the City Of Rockville for about 6years .I've worked with Parks and Recreation, for the Playgrounds with Karen Rawlings, All so have volunteered many hours with Montgomery County Parks and Recreation as well. Presently now I work for Montgomery County Department of Works and Transportation. I'm employed as Principle Administrative aide for Gaithersburg Ride-On. I'm expressing interest in being a member on one of the above Commission, because I would like to give back to my community in some way. As a single African American mother of four children my voice should be heard as well as there's this would be the perfect opportunity to give back. I just want to express interest in the community were I live and be updated to things that happen in the City of Rockville. I'm sure that I would be able to handle the job it's my life long term dream to be a productive member of a place in which I live. What better way .I thank you for your consideration in this matter. I look forward to hearing from your office soon.

Sincerely,

  
Almeda Wilson



City of Rockville  
Boards and Commissions  
Application of Expression of Interest

RECEIVED  
CITY OF ROCKVILLE OFFICE

Date: 07-28-04 Cultural Arts Commission NO: 07  
Board/Commission Interested In: Landlord/Tenant/Human Rights Commission  
Name: Almeda Nicole Wilson

Address: Rockville MD 20850 Apt. # 20850  
Zip 20850

Home Phone: ( ) 301 Work Phone ( ) 301

E-Mail: NIC1NIK2@comcast.net Fax: 301

Note: Work phone numbers are for staff use only.

Summary of Work Experience: Presently I work for Rpt CO Rock-on  
As an Principal Admin Aide

Experience: At this point I have know experience  
but I'm willing to learn And I would love  
the chance to have the experience.

Education/Training: Fin. SL High school, and have  
some college. / Also continuing my  
education. / at work and soon at Hagerman College.  
Volunteer Activities: volunteer my service all so with  
EU services, with Joe Epps.

Professional Affiliations/Memberships: I've worked to park at Rock with the  
city of Rockville, also volunteered with the Rise  
Program.

Please describe your interest in serving on this Board/Commission I've live in the  
city of Rockville for about 7 years, I'm a concerned  
parent, as well as a person who wants to be active  
in her community.

Please indicate here [ ] yes or [ ] no whether or not the City may give elected officials  
who serve Rockville (other than the Mayor and Council) your name and address.  
This information would not be used for any fund-raising, "issues" mailings or  
campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council  
c/o City Clerk's Office  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8280

Almeda Wilson

Phone:

Email: nic1nik2@comcast.net

**OBJECTIVE:**      Securing a position as an Telephone Reporting Aide.

**SKILLS PROFILE**

- Excellent telephone communication skills.
- Enjoys working with the public to resolve customer concerns.
- Proficient in Microsoft Office suite software programs.
- Working knowledge of general office procedures and equipment.
- Performed general office work such as typing ,filing, answering multiple.
- telephone lines coping and faxing.
- Scheduled appointments and greeted clients.

**EDUCATION**

Baltimore Community College ( Liberty Heights Campus) G.E.D(1993)  
Completion of Spring Semester at Montgomery College, Rockville Campus(2003).  
Continuing Education to achieve an A.A. in Early Child Development.

**EMPLOYMENT**

Ideas And Images Inc.  
Part-time Receptionist

Oct 2002 - present

Responsibilities include greeting clients, answering incoming calls, scheduled appointments, copying and faxing documents.

Montgomery County Ride-on  
PAA

May 2003 - present

Collects pertinent data for Montgomery County Ride-On to be examined and calculated for accurate rider-ship to better service the Montgomery county bus and metro rail commuters and to improve routes and time tables. Occasionally data entry is a requirement. Handle lost & found items lost on buses, payroll ,Accident, incident report, uniform bus operators, pay bills for Montgomery County Ride-on.

**City of Rockville Dept. of Recs. and Parks  
Arts/Crafts leader**

**June 2003 - Aug 2003**

**Provided children between the ages of 5-12 with fun arts and crafts projects. Reading with the children as well as providing a safe and enjoyable playground environment for the summer.**

**Best Western Hotel  
Reservation Agent**

**Nov. 2003 - May 2003**

**Welcoming and assisting guest with reservations Via telephone or walk-ins. Answered a multi -line telephone system. Required accounting skills and data entry skills. Typing, faxing, copying and handling incoming and outgoing mail for all hotel guest and staff was also a key component of my duties.**

**Montgomery County Employees  
Federal Credit Union  
Receptionist**

**May 2001 - Oct. 2002**

**Responsibilities included greeting and assisting credit union members with their personal banking needs by opening ,closing ,updating and reconciling account information via personal computer. Answering a multi-line lucent telephone System, directing inquiries to proper persons and processing incoming and outgoing mail were also a part of my daily duties. Frequently assisted the Credit Union's Marketing analyst by holding seminars for new Montgomery County Government employee's who may have had an interest in becoming credit union members.**

**Eurest Dining  
Head Cashier**

**Sept. 2000 - May 2001**

**Required to greet and interact with Montgomery County Circuit Court employees and The Executive Office Building employees. Daily accounting and cash handling were also major components for this position. Office work such as answering telephones , light typing and filing data were among other duties.**

**Montgomery County Dept. of Liquor Control  
Clerk I**

**May 2000 - May 2001**

**Greeted and assisted customers with purchases by ringing sales and answering inquiries concerning alcoholic beverages. Accounting, stocking, light typing and occasionally opening and closing the store was also a part of my duties and task.**